



Melksham Neighbourhood Plan

Steering Group Meeting
Crown Chambers, 1st Floor, 7 Market
Place, Melksham, Wiltshire SN12 6ES

Date: **Wednesday 25th October 2017**

Start: **6pm**

Agenda

1. Welcome & apologies

(apologies received in advance from Teresa Strange)

2. Declaration of Interests

3. Public Participation

4. Minutes of the last meeting

4.1 Agree 27th September meeting notes

5. Matters Arising

6. Finance Report

6.1 Payments for Approval

6.2 To consider the Oct 2017 invoice from MCAP *(to follow)*

6.3 To approve invoice to Melksham Independent News *(if received)*

6.4 To note MWPC expenditure on land registry searches

6.5 Current Budget – amount spent to date

7. Public Consultation

7.1 To note letter sent to developers

7.2 To note criteria for selecting developers to write to (updated further to meeting with David Way, Wiltshire Council)

7.3 To note update from Jo Eccleston on number of developers who have taken up the invitation to meet with members of the Steering Group

7.4 To agree date, time and venue for meeting developers (w/c 30th October)

7.5 To agree Panel of members to meet with developers

7.6 To agree interview questions for meeting with developers

7.7 To agree scope of public consultation (just housing sites or wider scope)

7.8 To note ½ page advert for public consultation in Melksham News issue 26th October and to approve repeat for issue 9th November

7.9 To note venues chosen and booked for public consultation

8. To decide on way forward with selecting sites to potentially designate as “Local Green Space”

9. **To receive an update from the Website Working Party**
10. **To note documentation agreed by Melksham Town Council and Melksham Without Parish Council:**
 - 10.1 Revised Terms of Reference
 - 10.2 Designation application for revised boundary (*submitted to Wiltshire Council*)
11. **Any Other Business**
12. **Date of Next Meeting** of Steering Group: Weds 29th November 2017